

City Administrator

City of Hedwig Village, Texas

Description

The City of Hedwig Village, Texas is currently seeking a City Administrator. The ideal candidate will be a professional with outstanding integrity, judgement, and management skills. The City Administrator should have a successful career with a proven record of leadership in guiding and developing an organization. This individual must inspire, motivate, and empower staff to achieve the goals and objectives of the City Council.

The City Administrator is responsible for planning, organizing, directing, and coordinating all municipal activities, and is responsible for the proper administration of all affairs of the city.

The City Administrator is under the general supervision of the mayor and serves at the will and pleasure of the City Council. Instructions to the City Administrator are general and must routinely use independent judgment when completing tasks. The City Administrator must consider different courses of action and proactively seek out solutions that promote a better quality of life for the city. The work requires frequent contact with the city council, committees, all department heads and employees and the general public. Effective communication skills and a strong work ethic are required traits for this position.

Requirements

A Bachelor's Degree from an accredited university is required and a Master's Degree is preferred. Experience in local government with at least two (2) years of executive management experience is also preferred.

Email cover letter and resume to jinks@hedwigtx.gov.